

# *The latest in* **FIRE PREVENTION**



**CHULA VISTA FIRE DEPARTMENT**

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## **PERMIT APPLICATION, FEE AND FIRE SYSTEM PLAN PROCESSING**

Beginning August 15, 2012, the Chula Vista Fire Department will be receiving Fire Safety Engineering and Fire Code Inspection permit applications, fees and fire system plans at the **Administration Office** (276 Fourth Avenue, Building 300, Suite B143 – Basement). This is where you can drop off applications, payments and plans for permits. This is also where you can pick up your reviewed plans. The Administration Office will be providing this service Monday through Thursday, from 8:00 am to 4:00 pm. The Administration Office is closed on Fridays.

Additionally, the Fire Prevention Division will continue to have a Fire Inspector on duty at the Public Services Building 200 (Building Department) on Monday through Thursday from 10:00 am to 4:00 pm to answer general questions about fire prevention requirements, review/discuss plan check comments and assist with questions regarding fire review of building permits. The Building Department is closed on Fridays.

Please see the customer service grid below:

### **Fire Administration Office:**

- Remit payments for permits or fire prevention services.
- Drop off applications and fire system plans for review.
- Pick up reviewed plans.
- Drop off documents.
- Monday – Thursday, 8:00 to 4:00.

### **Fire Inspector at Building Department:**

- General questions about fire prevention requirements, processes and procedures.
- Review/discuss plan check comments.
- Assist with questions regarding fire review of building permits.
- Help with Knox Box applications.
- Monday – Thursday, 10:00 to 4:00.

Thank you for your cooperation in making our community fire safe.



**JUSTIN GIPSON, FIRE MARSHAL**

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